



ST. JOHN'S NORTHWESTERN ACADEMIES

Job Description

Job Title: Special Events Manager

Department: Advancement

Reports To: Chief Advancement Officer

Type: Part-time / Hybrid

Prepared Date: August 22, 2022

Position Summary:

The Special Events Manager is responsible for the planning and executing of a wide range of fundraising and St. John's Northwestern Academies related events.

The Special Events Manager will share the vision of St. John's Northwestern Academies, understand the importance of fostering a strong network of connections and engage constituents on various platforms/media. Additionally, this position will work collaboratively with colleagues throughout all levels/departments of SJNA to maximize department initiatives as it relates to special events, generate revenue, and foster a positive environment to cultivate support for St. John's Northwestern Academies.

Essential Duties and Responsibilities:

- Responsible for the planning and execution of a variety of SJNA signature fundraising and donor recognition events, including, but not limited to:
 - Fall Fest (Fall)
 - SJNA Athletics Golf Outing (Fall)
 - Mid-Winter Ball (Winter)
 - The Excalibur (Spring)
 - Commencement/Reunion Weekend Activities (Spring)
 - Local and Regional alumni gatherings and events (Various)
 - Other potential events as need develops (Various)
- Works with Chief Advancement Officer to develop event plans and budgets to ensure fundraising objectives are met.
- Actively solicit individual/corporate sponsorships along with in-kind contributions for all fundraising events as needed.
- Establishes program to recruit, train, and retain volunteers for events.
- Coordinates promotional activities with Advancement staff to support event participation. •

Manages online registration and bidding platforms.

Knowledge and Qualities:

- Bachelor's degree and 5 years' experience in special event planning
- Courteous, professional demeanor that includes a positive attitude, a willingness to work in a collaborative team environment, and an uncompromising commitment to the SJNA's mission and people
- Strong work ethic with the ability to work flexible hours including an occasional weekend •
Excellent verbal and written communication skills
- Solid computer skills to include strong working knowledge of MS Word, Excel and PowerPoint •
Ability to set priorities and simultaneously manage multiple projects
- Ability to represent SJNA's vision and objectives to prospective supporters and to build strong relationships
- Ability to organize and work with volunteers
- Strong analytical and problem-solving skills
- Ability to maintain professional discretion and confidentiality at all times

Interested applicants should email their resume to: careers@sjnacademies.org